



# City of Merrill Recorder's Office

P.O. Box 487  
301 E. Second Street  
Merrill, Oregon 97633  
Phone: (541) 798-5808  
Fax: (541)798-0145  
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## Public Works Excavation/Street Cut Permit

This permit covers the cutting and excavation of streets or alleys within the Merrill City Limits. The applicant must provide a description of the excavation's purpose as well as a site map showing the excavation's location. Permission to cut the surface of streets must be in accordance with the City of Merrill Municipal Code 154.066, and the General Provisions Regulating the Cutting or Excavation of Streets or Alleys and the City of Merrill Public Works Standards Specifications for Public Works Construction.

**The contractor must call 24 hours prior to excavating the trench to request an inspection. The contractor also must request the final inspection 24 hours prior to asphalt patching or final grading. Call 541-798-5808 for inspections. Contractor is responsible for all utility locates and asphalt saw cutting.**

### Who May Purchase Permit?

Because of potential liability associated with working in the public right-of-way, only contractors who possess General Liability Insurance in the amounts listed on page 4 of the Public Works Excavation/Street Cut Permit Form may be issued these permits.

Project Title/Name: \_\_\_\_\_

Work Site Address or Location: \_\_\_\_\_

Block (Between X & Y Streets): \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Project Duration: \_\_\_\_\_

### Contractor:

Name & Address:

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

OR CCB License No.: \_\_\_\_\_

### ***Project Information***

Excavation to be within:

- Paved Street       Non -paved Street       Sidewalk  
 Alley               Non-paved Alley       Other \_\_\_\_\_

Purpose:

- Sewer Line    Water Line    Storm Drain    Electrical  
 Gas    Phone    Cable    Other \_\_\_\_\_

Trench #1: Size: L \_\_\_\_' X W \_\_\_\_' X D \_\_\_\_'

Location: \_\_\_\_\_

Trench #2: Size: L \_\_\_\_' X W \_\_\_\_' X D \_\_\_\_'

Location: \_\_\_\_\_

Trench #3: Size: L \_\_\_\_' X W \_\_\_\_' X D \_\_\_\_'

Location: \_\_\_\_\_

Submit the following items to City Recorder's Office at least 1 month prior to your planned start date.

1. Traffic Control Plan and/or Pedestrian Access Plan showing the entire area that will be impacted by your project. This shall demonstrate the placement of all signs in compliance with the current Oregon Department of Transportation (ODOT) "Oregon Temporary Traffic Control Handbook" and shall account for sidewalk and bike lane closures.
2. Schedule of when work will take place and expected time frame. If the exact dates are unknown, provide a range of dates and times expected for the operation. Start dates and times are required prior to issuance of permit.
3. Performance Bond or other adequate assurance, such as cashier's check not greater than 100% of the total project cost is required.
4. Provide written narrative on how the items listed below have been accounted for.
 

Yes    No Have the adjacent neighbors and/or businesses been notified and accommodated? (*See Section 4.1 – Types of Review Procedures*)

Yes  No Has accessible parking access been accommodated and accounted for?

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Yes  No Has garbage, mail delivery, other delivery service schedules been considered?

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Yes  No Has bicycle, pedestrian, and vehicle safety been accounted for?

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5. This permit will be issued for the cutting and excavation of streets or alleys in the City of Merrill Jurisdiction. The Applicant **MUST** provide a description of the purpose for the excavation and a site map showing the location of the excavation including setbacks and utilities. Permission to cut the surface of the streets must be in accordance with Merrill Municipal Code 154.066 , General Provisions Regulating the Cutting of Excavation of Streets or Alleys, and City of Merrill Public Works Standards and Specifications. Utility line plowing is not permitted within City of Merrill street rights-of-way, alleys, or public easements.

**The excavation and cut permit fee is \$500.00 per each street cut.**

\*Any trench cut that extends 8-feet or more into street from the curb, requires a right-of-way closure permit.

\*\* Age of street pavement will be a flat rate of \$500.00 per cut 12 months from the approval date. The City of Merrill will maintain these records.

**Office Use:**

<i>Final Fee Total</i>		
<i>Trench</i>	<i>Approximate Last Year Paved</i>	<i>Cost</i>
#1		\$
#2		\$
#3		\$
<b>Total Street Cut Fee</b>		\$
<b>Permit #</b>		
<b>*Right-of-Way Closure</b>		

### ***Special Requirements***

City of Merrill Excavation & Utility Street Cuts must comply with the City of Merrill Public Works Standards and Specifications for Public Works Construction in the City of Merrill Municipal Code Design Standards Chapter 154.066 Streets and Alleys.

General Liability Certificate of Insurance in the following amount naming City of Merrill (officers, agents, and employees) as additional insured for projects requiring a street cut, over-head work, or impact to lane of traffic.

- Each Occurrence           \$ 2,000,000
- General Aggregate       \$ 2,000,000
- Comp/Op Aggregate     \$ 2,000,000
- Auto Liability            \$ 2,000,000
- Works Compensation & Employers Liability Insurance as statutorily required for persons performing work under this permit.

The applicant shall indemnify, defend and hold harmless the City, its officers and agents from any and all damages, costs or expenses in law or equity that may at any time arise because of damages to property or of personal injury and/or death, incurred by reason of or in course of performing said work, which may be occasioned by any negligent act or omission to perform any or all the works contemplated by the permit.

By signing below, I acknowledge I am responsible for maintaining the project site in a safe manner to assure the public safety and I will comply with the City of Merrill's Development Code and Code of Ordinances, and with 2018 Oregon Department of Transportation's (ODOT) Standard Specifications for Construction and can be reached 24-hrs. a day for any concerns or issues regarding this project.

24-hrs. Contact Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<ol style="list-style-type: none"><li>1. List all Dimensions: Distance to Property Lines, Curbs, Sidewalks, Street Width, Street Cut Width, Utilities &amp; Etc.</li><li>2. List Nearest Manhole or Water Valve for Sewer and Water Connections.</li><li>3. List Street Name(s) Including Cross Streets.</li><li>4. North Arrow.</li><li>5. Must Be Legible.</li></ol>	Drawn by:
	Date:
	Scale:

**OFFICE USE ONLY**

Street Cut Permit # \_\_\_\_\_ - \_\_\_\_\_

Contractor Name:

\_\_\_\_\_

Payment Type : <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> EFT	Receipt/Check/EFT #:
Date Paid: _____ City Recorder/Clerk Initials: _____	Planning Commission: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date:
City Council :    Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date:	Public Works:    Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date:
City Engineer:    Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date:	ODOT:    Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date:

